

**CONFIDENTIAL**

Chief, Administrative Staff

18 January 1950

Executive

Uncleared Personnel Pool

Reference: Memo to Deputy Executive from Chief, Admin. Staff, subj:  
Establishment of uncleared personnel pool, dtd 16 Jan. 1950

1. In accordance with recommendations made in reference memo, authority is hereby granted for the establishment of an uncleared pool of personnel awaiting security clearance for full time permanent employment by this Agency, subject to prior IAS security approval in each case.

2. The size of this pool will be governed by the following factors:

a. Availability of space not essential for the normal activities of this Agency.

b. Capability of useful employment of individuals in the pool while awaiting completion of security clearance procedures.

3. If practicable it is considered desirable that all uncleared personnel, excluding uncleared pools requested by covert activities, be housed and controlled in the same space.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted Signature]

Executive

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Copies to:

Personnel Director  
Management Officer  
Chief, Special Support Staff  
Central Records

Exec chrono  
LTS subj file

E:LTS/mc (18 Jan 50)

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Deputy Executive

16 January 1950

Chief, Administrative Staff

Establishment of uncleared personnel pool

1. Availability of space for the personnel pool activity has reopened discussion as to the advantages and benefits to be derived from this operation. Space available at [ ] has been inspected and found suitable and sufficient for this activity.

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2. Establishment of an uncleared pool is recommended for the following reasons:

a. Required to attract qualified personnel.

(1) Labor supply of qualified typist and stenographic personnel is as yet so limited that employment is easily found. Such applicants are not willing to wait three or four months before employment. Our ability to offer immediate employment in the pool will enable us to compete with other employers.

(2) Employees Division is recruiting to fill [ ] clerical, typist and steno positions by 30 June 1950. Personnel Division is currently recruiting to fill 30 such vacancies. In addition to recruitment for positions now vacant, normal turnover in this category is about 25% per year. (Table 3, Enclosure 1, cites turnover figures for Federal agencies generally.) There are approximately [ ] such positions on the overt side alone requiring about [ ] replacements annually.

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b. Required to perform a large volume of typing and clerical work for various organizational units of CIA. Regular requests for assistance are received from OGD (Library, State Desk), GEE (Graphics, Man Branch), and OSI and frequent requests from Contacts, [ ] Fiscal, Services and SO. Inability to provide such assistance would probably result in requests for additional staff in these offices.

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c. Attached work reports (Enclosure 2) of a similar activity indicate that pool activity would be self-sustaining in terms of work accomplished.

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**d. Secondary benefits:**

- (1) Period of service in the pool offers excellent opportunity for observation and is a valuable aid in effecting final assignments.
- (2) Service in the pool offers an opportunity to provide training in administrative procedures of this agency and in general office practices and to minimize the training necessary subsequent to job assignment.
- (3) Period of service in the pool provides opportunity for refresher training in typing and shorthand in order to bring these skills to a high degree of proficiency.

3. It is proposed, therefore, that an unclassified pool activity be established with an allotment of fifty positions. Pool operation will be subject to the following conditions:

- a. Number of positions to be reduced as ceiling is approached.
- b. A certain percentage of positions will be reserved for provisionally cleared personnel slated for duty in SO and CPC and the remainder for personnel slated for other offices of CIA. (The percentages allotted covert and overt sides will be agreed upon by the Chiefs of Personnel and Employees Divisions.)
- c. Only unclassified work will be assigned to the pool.
- d. Supervision of pool activities and of all personnel on duty in the pool will be the responsibility of the Personnel Division.



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**2 Encls.**

1. Fed. Emp. Stat. Bull.
2. Sample work reports.

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